

# ATKA IRA COUNCIL

## Position Description

Administration retains the right to change the job description as deemed necessary

**Job Title:** Environmental Coordinator

**Report To:** Tribal Administrator

**FLSA Status:** Non-Exempt

**Revised Date:** 09/07/2021

**Entry Level:** No

**JOB SUMMARY:** The Environmental Coordinator plans and executes activities related to environmental and natural resource management on land, air, and water under the jurisdiction of the Native Village of Atka, a sovereign Native Alaskan Tribe. The Environmental Coordinator communicates with outside agencies on issues, actions, or proposals which may affect the Tribe's natural resources or Tribal environmental goals. The Environmental Coordinator will plan, implement, monitor, evaluate, and update the Tribal Environmental program, activities, and services as necessary and appropriate within Tribal guidance documents such as the Tribal Environmental Plan, Solid Waste Management Plan, Quality Assurance Program Plans, etc. The Environmental Coordinator will work effectively to develop Tribal environmental and natural resource inventories and maintain databases that are responsive to the Tribe's environmental needs.

**COMPETENCIES** include the following. Other duties may be added to, changed, or deleted at the sole discretion of management:

- Coordinates and implements the Tribe's USEPA General Assistance Program grant (IGAP).
- Coordinates and implements the Tribe's Native American Lands Environmental Mitigation Program (NALEMP).
- Prepares and submit financial and progress reports to federal agencies as required.
- Attends trainings and conferences to build capacity within the Environmental Services Department, or as required by federal granting agencies.
- Develops and administers budget(s) for Tribal Environmental Programs and grants in coordination with the Tribal Administrator.
- Develops project contract documents, request for proposals, and relevant portions of funding applications in cooperation and coordination with the and Tribal Administrator.
- Identifies, facilitates, and develops processes that enable the Tribe to determine its environmental needs and goals.
- Supports and helps facilitate financial, technical, and professional assistance from available outside resources such as BIA, EPA, USDA, USFWS, USACE and other Local, State and Federal Agencies as necessary and appropriate under the direction of the Tribal Administrator.
- Responds when directed to inquiries and prepares informational literature on Tribal Environmental Programs, ordinances, and regulations. Provides education and outreach materials to representatives of Tribe, Tribal Administration, and Tribal membership.
- Develops and coordinates Tribal Environmental Programs in the areas of Water Quality Monitoring, Air Quality Monitoring, Land Management, Wildlife Management, Waste Management and Watershed Stewardship in coordination with the Atka IRA Council and Tribal Administrator.
- Answers inquiries and prepares informational literature to provide technical assistance to representatives of, government agencies, Tribal Council, Tribal departments, and the Tribal community.

- Maintains working knowledge of new technologies developed by the environmental industry to meet Tribal Environmental Program goals.
- Develops and monitors emergency action plans.
- Monitors and implements activities that develop Tribal technical skills for environmental management such as monitoring, analysis, baseline assessment, data management and database creation, quality assurance, and best management practice.
- Develops and maintains material safety data sheets for chemicals on Tribal properties.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such, FOA's, operating and maintenance instructions on software and equipment related to Environmental Services operations and activities, and procedural plans or manuals. Write quarterly and annual reports. Correspond with Federal granting agencies. Speak effectively before large audiences, Tribal Council, Tribal members, the public and Tribal government, and business staff.

## **MATH SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Internet software database management; and MS Office Suite (Word, Excel and PowerPoint).

## **CERTIFICATES, LICENSES, & REGISTRATIONS**

Must possess a valid driver license. Must obtain and maintain a 40-Hour HAZWOPER certification.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals.

I, \_\_\_\_\_, (print name), acknowledge that I have received a copy of this job description. I also understand that in the future, I have the opportunity and responsibility to seek clarification by my supervisor on any items which may become unclear to me. I understand and agree that my employment with the Tribe is “at will” and entered into voluntarily and that I may resign at any time. Similarly, my employment may be terminated for any reason and at any time without notice. I also understand that this job description is subject to change as needed based upon Atka IRA Council requirements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date